

Module 3, Kit 5

My Solution to Communication

1. Watch [the video](#) about business communication and name the methods of professional communication.

- ✓ *Web-Based Communication*
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2. Read the given situations below. Write which method you prefer to use in these situations.

- a. Your company hires an employee. When you are skimming through CV, one of the attendant's info arouses your interest; but the person lives in another town. Which communication method do you use to interview?

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- b. Your company is very active lately. However you are very busy about other personal things and not being able to follow what is happening. Which communication method do you use to catch up?

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- c. You've interviewed one of the applicants and you think it went well. On the other hand, you believe that meeting someone on the phone may not give you the correct assumptions. Which communication method do you use to gather more information?

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